

## MANAGER'S BUDGET ADDENDUM #2



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Larry D. Lisenbee

**SUBJECT:** BUDGET STUDY SESSIONS

**DATE:** May 5, 2004

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Approved

/s/

Date

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Attached are detailed agendas for the 2004-2005 Budget Study Sessions for the City's and Redevelopment Agency's Operating and Capital Budgets, scheduled to begin on May 10, 2004.

The attached agendas for the Operating Budget Study Sessions will help you locate the detailed discussions for each City Service Area (CSA) in the City's Operating Budget Document. The CSA sections can be found in section VII of the document and include the following information: Overview (e.g., Budget Summary, Five-Year Business Plan, Investment Strategy, Performance by Outcome, Proposed Investment Changes), Core Services (e.g., Core Service Performance and Resource Overview and Budget Changes by Core Service), and City-Wide (e.g., City-Wide Expenses and General Fund Capital, Transfers, and Reserves). Compensation/State Budget Impact Contingency Plan budget proposals, which also will be discussed as part of each CSA presentation, can be found on pages XII-1 – XII-17. Although not specifically presented, the more technical information regarding the budget can be found in the General Fund Revenue Estimates section, pages VI-1 – VI-48, City Departments section, pages VIII-1 – VIII-142, City-Wide section, pages IX-1 – IX-27, Selected Fund Summaries section, pages X-1 – X-59, and Source and Use of Funds Statements section, pages XI-1 – XI-76.

The Capital Budget Study Session presentations are also again organized by CSA, which integrate capital programs with service areas that they support. Please refer to section V of the City's Capital Budget document for detailed Capital Program information.

Redevelopment Agency Budget information can be found in the City's Operating Budget document as well as in their document released under separate cover.

Budget Office staff are available to meet with you if you have questions or would like assistance with the agendas. If you would like assistance, please contact me at x5111.

/s/

LARRY D. LISENBEE  
Budget Director

Attachments

**2004-2005**  
**CITY OF SAN JOSÉ**  
**BUDGET STUDY SESSIONS\***

<b>ITEM**</b>	<b>DATE</b>	<b>TIME</b>
<b><u>City and Redevelopment Agency Operating Budgets</u></b>		
<input type="checkbox"/> Overview	May 10, 2004	1:00pm – 1:30pm
<input type="checkbox"/> Economic and Neighborhood Development (including Redevelopment Agency 2004-2005 Operating Budget)	May 10, 2004	1:30pm – 5:00pm
<input type="checkbox"/> Recreation and Cultural Services	May 12, 2004	8:00am – 12:00pm
<input type="checkbox"/> Aviation Services	May 13, 2004	8:00am – 10:00am
<input type="checkbox"/> Environmental and Utility Services	May 13, 2004	10:00am – 12:00pm
<input type="checkbox"/> Transportation Services	May 13, 2004	1:00pm – 5:00pm
<input type="checkbox"/> Public Safety	May 14, 2004	8:00am – 12:00pm
<input type="checkbox"/> Strategic Support (including Council Appointees)	May 17, 2004	8:00am – 10:30am
<input type="checkbox"/> City Auditor Recommendations	May 17, 2004	10:30am – 11:00am
<input type="checkbox"/> Fees and Charges	May 17, 2004	11:00am – 12:00pm
<b><u>City and Redevelopment Agency Capital Budgets</u></b>		
<input type="checkbox"/> Overview	May 19, 2004	1:00pm – 1:30pm
<input type="checkbox"/> Aviation Services	May 19, 2004	1:30pm – 2:30pm
<input type="checkbox"/> Economic and Neighborhood Development (including Redevelopment Agency 2004-2005 Capital Budget)	May 19, 2004	2:30pm – 3:15pm
<input type="checkbox"/> Environmental and Utility Services	May 19, 2004	3:15pm – 4:00pm
<input type="checkbox"/> Public Safety	May 19, 2004	4:00pm – 5:00pm
<input type="checkbox"/> Recreation and Cultural Services	May 20, 2004	8:00am – 10:00am
<input type="checkbox"/> Transportation Services	May 20, 2004	10:00am – 11:30am
<input type="checkbox"/> Strategic Support	May 20, 2004	11:30am – 12:00pm
<b>Hold for Discussions as Needed</b>	May 20, 2004	1:00pm – 5:00pm
	May 21, 2004	8:00am – 12:00pm
	May 21, 2004	1:00pm – 5:00pm

\* Budget Study Sessions will be held in the Council Chambers.

\*\*Items may be taken out of order or in advance of the schedule time if Council completes its discussion of the item scheduled prior to the next item. For information, call Deanna Santana at 277-5828.



## 2004-2005 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Monday, May 10, 2004  
1:00 pm – 5:00 pm, Council Chambers

Opening Comments	Mayor Gonzales
Introduction of Proposed Operating Budget	Del D. Borgsdorf
Overview Presentation	Larry D. Lisenbee/Harry Mavrogenes
Discussion of Operating Budget	

<u>City Service Area</u>	<u>Page #</u>
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**Economic and Neighborhood Development** (CSA Lead: Paul Krutko)

- |                         |                  |
|-------------------------|------------------|
| 1. <u>Overview</u>      | VII-49 – VII-74  |
| 2. <u>Core Services</u> | VII-75 – VII-163 |

Business/Job Attraction, Retention,  
Expansion and Creation (*Office of Economic Development*)

Community Code Enforcement  
(*Planning, Building and Code Enforcement*)

Convention Facilities (*Conventions, Arts & Entertainment*)

Development Plan Review and Building Construction  
Inspection (*Planning, Building and Code Enforcement*)

Enhance the Quality and Supply of the City's  
Housing Stock (*Redevelopment Agency*)

Fire Safety Code Compliance (*Fire*)

Increase the Affordable Housing Supply (*Housing*)

Initiate and Facilitate Private Development  
(*Redevelopment Agency*)

Long Range Land Use Planning  
(*Planning, Building and Code Enforcement*)

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## 2004-2005 PROPOSED OPERATING BUDGET

### STUDY SESSION

#### AGENDA\*

Monday, May 10, 2004 (Cont'd.)  
1:00 pm – 5:00 pm, Council Chambers

Discussion of Operating Budget (Cont'd.)

<u>City Service Area</u>	<u>Page #</u>
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#### **Economic and Neighborhood Development (Cont'd.)**

2. Core Services (Cont'd.)

Maintain the Existing Affordable Housing Supply  
(*Housing*)

Promote and Implement Neighborhood Improvement  
Strategies (*Redevelopment Agency*)

Provide Service to Homeless and At-Risk Populations (*Housing*)

Regulate/Facilitate Private Development (*Public Works*)

Workforce Development (*Office of Economic Development*)

Strategic Support (*All Departments*)

3. <u>City-Wide</u>	VII-165 – VII-166
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4. <u>Compensation/State Budget Impact Contingency Plan</u>	XII-1 – XII-17
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5. <u>San José Redevelopment Agency 2004-2005 Operating Budget</u>	See separate document
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## 2004-2005 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Wednesday, May 12, 2004  
8:00 am – 12:00 pm, Council Chambers

Discussion of Operating Budget (Cont'd.)

City Service Area Page #

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#### **Recreation and Cultural Services (CSA Lead: Jane Light)**

1. Overview VII-309 – VII-325
2. Core Services VII-327 – VII-394

Arts and Cultural Development  
(*Conventions, Arts and Entertainment*)

Community Strengthening Services  
(*Parks, Recreation and Neighborhood Services*)

Life Enjoyment Services  
(*Parks, Recreation and Neighborhood Services*)

Neighborhood Livability Services  
(*Parks, Recreation and Neighborhood Services*)

Outdoor Special Events  
(*Conventions, Arts and Entertainment*)

Parks and Civic Grounds Management (*General Services*)

Promote Lifelong Learning and Provide  
Educational Support (*Library*)

Provide Access to Information, Library Materials  
and Digital Resources (*Library*)

Strategic Support (*All Departments*)

3. City-Wide VII-395 – VII-397
4. Compensation/State Budget Impact Contingency Plan XII-1 – XII-17

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## 2004-2005 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Thursday, May 13, 2004

8:00 am – 12:00 pm, Council Chambers

1:00 pm – 5:00 pm, Council Chambers

Discussion of Operating Budget (Cont'd.)

City Service Area Page #

#### **Aviation Services** (CSA Lead: Ralph Tonseth)

- |    |   |                 |
|----|---|-----------------|
| 1. | <u>Overview</u>                                     | VII-9 – VII-26  |
| 2. | <u>Core Services</u>                                | VII-27 – VII-47 |
|    | Airport Customer Service ( <i>Airport</i> )         |                 |
|    | Airport Environmental Management ( <i>Airport</i> ) |                 |
|    | Community Air Service ( <i>Airport</i> )            |                 |
|    | Strategic Support ( <i>Airport</i> )                |                 |

#### **Environmental & Utility Services** (CSA Lead: Carl Mosher)

- |    |   |                   |
|----|---|-------------------|
| 1. | <u>Overview</u>   | VII-167 – VII-182 |
| 2. | <u>Core Services</u>  | VII-183 – VII-228 |
|    | Manage Potable Water ( <i>Environmental Services</i> )                  |                   |
|    | Manage Recycled Water ( <i>Environmental Services</i> )                 |                   |
|    | Manage Recycling and Garbage Services ( <i>Environmental Services</i> ) |                   |
|    | Manage Urban Runoff Quality ( <i>Environmental Services</i> )           |                   |
|    | Manage Wastewater ( <i>Environmental Services</i> )                     |                   |
|    | Protect Natural and Energy Resources ( <i>Environmental Services</i> )  |                   |
|    | Sanitary Sewer Maintenance ( <i>Transportation</i> )                    |                   |
|    | Storm Sewer Management ( <i>Transportation</i> )                        |                   |

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## 2004-2005 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Thursday, May 13, 2004 (Cont'd.)  
8:00 am – 12:00 pm, Council Chambers  
1:00 pm – 5:00 pm, Council Chambers

Discussion of Operating Budget (Cont'd.)

City Service Area	Page #
-------------------	--------

#### Environmental & Utility Services (Cont'd.)

3. <u>City-Wide</u>	VII-229 – VII-230
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#### Transportation Services (CSA Lead: Jim Helmer)

1. <u>Overview</u>	VII-399 – VII-414
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2. <u>Core Services</u>	VII-415 – VII-462
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Parking Services (*Transportation*)

Pavement Maintenance (*Transportation*)

Street Landscape Maintenance (*Transportation*)

Traffic Maintenance (*Transportation*)

Traffic Safety Services (Police)

Transportation Operations (*Transportation*)

Transportation Planning and Project Delivery (*Transportation*)

Strategic Support (*Transportation*)

3. <u>City-Wide</u>	VII-463 – VII-464
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4. <u>Compensation/State Budget Impact Contingency Plan</u>	XII-1 – XII-17
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## 2004-2005 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Friday, May 14, 2004  
8:00 am – 12:00 pm, Council Chambers

Discussion of Operating Budget (Cont'd.)

City Service Area	Page #
-------------------	--------

#### **Public Safety** (CSA Lead: Robert Davis)

- |  |                   |
|--|-------------------|
| 1. <u>Overview</u>   | VII-231 – VII-246 |
| 2. <u>Core Services</u>  | VII-247 – VII-305 |
| Crime Prevention and Community Education ( <i>Police</i> )         |                   |
| Emergency Preparedness and Planning ( <i>Emergency Services</i> )  |                   |
| Emergency Response ( <i>Fire</i> )                                 |                   |
| Emergency Response and Recovery ( <i>Emergency Services</i> )      |                   |
| Fire Prevention ( <i>Fire</i> )                                    |                   |
| Independent Police Oversight ( <i>Independent Police Auditor</i> ) |                   |
| Investigative Services ( <i>Police</i> )                           |                   |
| Regulatory Services ( <i>Police</i> )                              |                   |
| Respond to Calls for Service ( <i>Police</i> )                     |                   |
| Special Events Services ( <i>Police</i> )                          |                   |
| Strategic Support ( <i>All Departments</i> )                       |                   |
| 3. <u>City-Wide</u>  | VII-307 – VII-308 |
| 4. <u>Compensation/State Budget Impact Contingency Plan</u>        | XII-1 – XII-17    |

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## 2004-2005 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Monday, May 17, 2004  
8:00 am – 12:00 pm, Council Chambers

Discussion of Operating Budget (Cont'd.)

City Service Area	Page #
-------------------	--------

#### **Strategic Support** (CSA Lead: Jose Obregon)

- |                         |                   |
|-------------------------|-------------------|
| 1. <u>Overview</u>      | VII-465 – VII-487 |
| 2. <u>Core Services</u> | VII-489 – VII-593 |

Administer Retirement Plans (*Retirement Services*)

City-Wide Data Management (*Information Technology*)

Disbursements (*Finance*)

Employee Benefits (*Employee Services*)

Employment Services (*Employee Services*)

Equality Assurance (*Public Works*)

Facilities Management (*General Services*)

Financial Management (*Finance*)

Financial Reporting (*Finance*)

Fleet and Equipment Services (*General Services*)

Health and Safety (*Employee Services*)

Initiate and Facilitate Public Facilities and Spaces (*Redevelopment Agency*)

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## 2004-2005 PROPOSED OPERATING BUDGET

### STUDY SESSION

### AGENDA\*

Monday, May 17, 2004 (Cont'd.)  
8:00 am – 12:00 pm, Council Chambers

Discussion of Operating Budget (Cont'd.)

City Service Area	Page #
-------------------	--------

#### Strategic Support (Cont'd.)

#### 2. Core Services (Cont'd.)

Materials Management (*General Services*)

Network and Communication Services (*Information Technology*)

Plan, Design and Construct Public Facilities  
and Infrastructure (*Public Works*)

Purchasing (*General Services*)

Technology Customer Support (*Information Technology*)

Technology Solutions Consulting (*Information Technology*)

Technology Strategic Planning (*Information Technology*)

Training and Development (*Employee Services*)

Strategic Support (*All Departments*)

3. <u>Mayor, City Council and Appointees</u>	VII-595 – VII-664
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4. <u>City-Wide</u>	VII-665 – VII-667
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5. <u>Compensation/State Budget Impact Contingency Plan</u>	XII-1 – XII-17
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#### City Auditor Recommendations

#### Fees and Charges

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**2004-2005 PROPOSED CAPITAL BUDGET**  
**AND**  
**2005-2009 CAPITAL IMPROVEMENT PROGRAM**

**STUDY SESSION**  
**AGENDA\***

Wednesday, May 19, 2004  
1:00 pm – 5:00 pm, Council Chambers

Opening Comments	Mayor Gonzales
Introduction of Proposed Capital Budget	Del D. Borgsdorf
Overview Presentation	Larry D. Lisenbee/Harry Mavrogenes
Discussion of Capital Budget	

City Service Area	Page #
<b>Aviation Services</b> (CSA Lead: Ralph Tonseth) <i>Airport Capital Program</i>	<b>V-1 – V-8</b> V-9 – V-93
<b>Economic and Neighborhood Development</b> (CSA Lead: Katy Allen) <i>Developer Assisted Projects Capital Program</i> <i>San Jose Redevelopment Agency 2004-2005 Capital Budget</i>	<b>V-95 – V-99</b> V-101 – V-116 See separate document
<b>Environmental and Utility Services</b> (CSA Lead: Carl Mosher) <i>Sanitary Sewer System Capital Program</i> <i>Storm Sewer System Capital Program</i> <i>Water Pollution Control Capital Program</i> <i>Water Utility System Capital Program</i>	<b>V-117 – V-126</b> V-127 – V-171 V-173 – V-201 V-203 – V-242 V-243 – V-278
<b>Public Safety</b> (CSA Lead: Robert Davis) <i>Public Safety Capital Program</i>	<b>V-279 – V-285</b> V-287 – V-357

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**2004-2005 PROPOSED CAPITAL BUDGET**  
**AND**  
**2005-2009 CAPITAL IMPROVEMENT PROGRAM**

**STUDY SESSION**  
**AGENDA\***

Thursday, May 20, 2004  
8:00 am – 12:00 pm, Council Chambers

Discussion of Capital Budget (Cont'd.)

<u>City Service Area</u>	<u>Page #</u>
<b>Recreation and Cultural Services</b> (CSA Lead: Jane Light)	<b>V-359 – V-375</b>
<i>Library Capital Program</i>	V-377 – V-422
<i>Park and Community Facilities Capital Program</i>	V-423 – V-754
<b>Transportation Services</b> (CSA Lead: Jim Helmer)	<b>V-755 – V-762</b>
<i>Parking Capital Program</i>	V-763 – V-775
<i>Traffic Capital Program</i>	V-777 – V-878
<b>Strategic Support</b> (CSA Lead: José Obregon)	<b>V-879 – V-885</b>
<i>Civic Center Capital Program</i>	V-887 – V-904
<i>Communications Capital Program</i>	V-905 – V-921
<i>Municipal Improvements Capital Program</i>	V-923 – V-934
<i>Service Yards Capital Program</i>	V-935 – V-955

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